

FACILITY RESERVATION POLICIES AND PROCEDURES

RESERVATIONS

Reservations for park pavilions or facilities are on a first come-first served basis and may be made no more than one (1) year in advance. (Example: A reservation for June 25 of next year can be made on June 25 of this year.) In the event the one year to date reservation falls on a day that Appleton Parks and Recreation office is closed, the earliest reservation shall be the next working day. The adult signing the reservation form is duly authorized representative for any and all damages, missing items, and clean up. Dates and hours on the reservation form must include set-up, take-down, and cleaning time. The user is required to clear and clean the facility after use.

SALE OF CONCESSIONS/COMMERCIAL EVENTS

Sales of any kind are not permitted in Town of Dighton parks unless authorized by The Town of Dighton Groups authorized to sell concessions agree to: operate concession at least three hundred square feet; secure all necessary permits for concession operations; provide all supplies, materials, and equipment to operate concession; keep the area around concession operation clean; and operate the concession in accordance with satisfactory practices and abide by the laws and regulations governing same.

ALCOHOL POLICY

No alcoholic beverages, are allowed in any park. No person shall drink from, or possess an open container of permitted alcoholic beverages in any park.

DAMAGE POLICY

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of Town of Dighton Parks and Recreation.

CANCELLATION/REFUND POLICY

A cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled.

The Department Director, or designee, reserves the right to cancel and/or relocate any reservation, if the reservation threatens the integrity of the park and/or facility due to misrepresentation of information on application, unsafe facility conditions, or weather conditions. All facilities and areas have maximum capacities set by safety code regulations, planned seating capacities, and parking provisions. Parks and Recreation reserves the right to deny any reservation application if the expected attendance will exceed the safe capacity of the facility so as to endanger public health and